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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Staff Notes

FROM:

W Chief. Plans Branch/PPS

EXTENSION

NO.

DATE

2 June 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PPS

6/2/86

AM

2.

EO

6/3

32

PM

3.

Registry

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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30 May 1986

1. RETIREMENT OF KEY PERSONNEL

25X1 [] began the Staff Meeting by expressing his
appreciation and best regards to the key OS personnel
25X1 retiring in the next few weeks: []
25X1 []

25X1 [] added that while these departures
represented serious losses to the OS talent pool, he was very
impressed with the talent available as successors and was
confident OS would remain the best Security Office in
government.

2. MEETING WITH DCI CONCERNING LEAKS

25X1 This week [] and others met with the DCI to draft a
point paper to be presented at a 2 June meeting of the National
Security Policy Group (NSPG). The DCI called the NSPG meeting
25X1 to discuss leaks. [] noted that leaks continue to
plague us, as one only has to read today's Washington Post for
three front page security-related articles.

3. BUDGET GUIDANCE FROM EXDIR

25X1 A recent memo from [] EXDIR, to all Deputy
Directors giving guidance for FY 1988 and 1989 budget
submissions cited improved security of Agency personnel and
operations as the number one priority. Developing
25X1 counterterrorism programs was second on the list of six items.
[] will brief the EXCOM [] in mid-June on our budget
submissions.

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4. CLERICAL ORIENTATION COURSE

25X1 [] expressed his appreciation to those responsible
for the successful completion of the Clerical Orientation
25X1 Course this past week and in particular, [] of
Security Education Staff for pulling the program together.
25X1 [] attended an informal reception for the participants
and was very impressed with the questions asked and interest
25X1 shown in our program. [] emphasized how the secretarial
force is an integral part of the OS professional "team."

5. [] FAREWELL COMMENTS

25X1 [] expressed his appreciation to [] for
25X1 his remarks at [] retirement luncheon on 29 May.
25X1 [] also commented that he appreciated seeing many
long-time acquaintances currently living outside the Washington
25X1 area among the crowd [] who attended the luncheon. and
25X1 []
[] further stated
that he considered the newly selected managers replacing those
retiring to be excellent and wished the Office continued
success.

7. [] BUILDING NEARING COMPLETION

25X1 [] Administrative Officer, OS, commented
25X1 that the modifications to the [] building are running
close to schedule and should be completed by late June.

8. FOUR CAREER TRAINEES TO BE ASSIGNED TO OS

Chief, Security Education Staff, announced that OS would be
receiving four CT's for assignment during the summer months,
two to Clearance Group and two to Engineering and Analysis
Group.

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25X1 9. Quality Step Increase

25X1 has received a Quality Step Increase in
25X1 recognition of his sustained superior performance while
assigned to TEMPEST Division.

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